

Ordinance Violation Complaint
Town of Herndon – Zoning Enforcement
1481 Sterling Road, Herndon, Virginia 20170
Telephone: (703) 707-2666 Fax: (703) 437-6335
E-mail: community.development@herndon-va.gov



Property address: _____ **Apt. / Suite #** _____

Owner name and address: _____

Occupant: _____

Date violation was observed: ____/____/____ **Time:** _____ (a.m.) ____ (p.m.) ____

Type of suspected violation: _____

NOTE if suspected violation is excessive occupancy, please complete the *Excessive Occupancy Questionnaire*.

Comments:

Reporting citizen: _____ **(it is Confidential)**

Address: _____ **Telephone ()** _____

* Please provide your name, telephone number and address when reporting a violation. This is particularly important if the need arises for additional information and allows the Town staff to contact you regarding the status of the investigation. The Town of Herndon maintains confidentiality of the complainant's identity, within the laws mandated by the Commonwealth of Virginia.

Office Use Only

Complaint received by: _____

Department: _____

Date: ____/____/____

Time: ____ (a.m.) ____ (p.m.)

Check only one: New case _____ Existing case _____

Supervisor _____
(Initials)

Department assigned: _____

Case No. ____ - _____